

# North Carolina Child Nutrition Weekly Update



Week of February, 18-22, 2013

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## ***Semi-Annual Financial Form - Update***

The State Agency has been notified by the developer that the modifications to the Semi-Annual reports should be made in the CN Technology System in time for the March 1st submission deadline. In order to ensure the School Food Authority (SFA) adequate time to complete the request, the due date has been extended until March 15, 2013.

The SFAs will be notified in writing when the form is available for completing online. This communication will provide step by step instructions.

## ***Online Verification Report – Submission Deadline March 1, 2013***

The online verification report must be submitted in the Child Nutrition Technology System on or before March 1, 2013. This requirement applies to any School Food Authority (SFA) that processed a Free and Reduced price meal application prior to October 1, 2012. Please take a few moments to review the online verification report as it reflects new data elements required by USDA. In anticipation of the new data elements, the State Agency provided a copy of the report to the software vendors on August 2, 2012. There are data elements that will be based on information as of October 1, 2012 and others that are based on October 31, 2012.

Here are some helpful hints and solutions to questions that have been posed to NCDPI:

- 1) Pay close attention to the dates for each question in Section I - General Information and Section II - Eligibility Information, some responses require data based on October 1 and others October 31.
- 2) There are no SFAs currently participating in Provision 1, 2 or 3 in North Carolina. Please answer "0" for questions 7, 8, 16 and 19 in Section I and Section II.
- 3) Pay close attention to the subheadings, especially when reporting information on the number of students and the number of applications. It is easy to transpose these numbers and error messages will occur. Since we have household applications, it would not be possible to have more applications than you have students. For example I may have 6 applications with 25 students, but I could not have 25 applications with only 6 students.
- 4) Be sure the correct verification method is selected in question 20, if it is not then the number of applications verified will be incorrect and an error message will occur.
- 5) As always, with verification USDA requires the sponsor to round up even if the percentage is .01; therefore if the SFA was to verify 2.01 applications, 3 would have been verified.
- 6) Section III, Results of Verification, refers to "**verification not for cause**" and "**verification for cause**". Remember "**verification for cause**" will not be a part of the "total" number reported for the "normal" verification process. Verification for cause can be conducted anytime during the school year, unlike the verification process which is from October 1 - November 15 yearly. For example, verification for

cause could happen when a complaint is made to USDA and the SFA would be required to investigate the household application.

Consider this scenario, on October 1 the total number of applications selected by the SFA was 3 with 6 students on the applications, but due to a call from USDA on November 1 stating a household is not reporting income correctly, the SFA is obligated to verify this (1) application (which had 3 students on it) for cause. The SFA would report the 3 applications in question# 21 and 6 as the number of students in question 22 (all not for cause). Then in question 23 the answer would be 1 application and in question 24 the answer would be 3 (note that these two questions tell you not to include the amounts for these totals in questions 25a through 34c).

7) Question 35, Percentage Verified is automatically calculated, an error message will be given if the amount verified is below the amount required by USDA. Again as we know by rounding it may appear that the SFA percentage is higher than 3%.

## **National Nutrition Month • School Breakfast Week • Registered Dietitian Day**

### **National Nutrition Month (NNM)**

March is National Nutrition Month and it is just around the corner! The theme for 2013 is ***"Eat Right, Your Way, Every Day"***. A host of resources and ideas for recognizing NNM are available on the Academy of Nutrition and Dietetics website, [www.eatright.org](http://www.eatright.org). Additionally, National Nutrition Month handouts are being developed by the North Carolina Department of Health and Human Services Nutrition Services Branch (NSB). The handouts will be posted to their website by the end of February. Look for those handouts at: [www.nutritionnc.com](http://www.nutritionnc.com).

### **National School Breakfast Week (SBW)**

National School Breakfast Week is **March 4-8, 2013**. The theme is ***"Be a Star with School Breakfast"***. Check the following websites for tools, resources and products to help promote School Breakfast Week.

<http://docs.schoolnutrition.org/meetingsandevents/nsbw2013/tools-kids.html>

<http://docs.schoolnutrition.org/meetingsandevents/nsbw2013/index.htm>

<http://emporium.schoolnutrition.org/home.php?cat=289>

### **Registered Dietitian Day**

Registered Dietitian Day is **Wednesday, March 13, 2013**. Take time to recognize the RDs in your schools and communities that are committed to the service of healthy foods and nutrition education in our schools and communities.

Ideas and resources for celebrating Registered Dietitians are available on the Academy of Nutrition and Dietetics website at: <http://www.eatright.org/NNM/content.aspx?id=5189#.USao2lcgdUw>

## How Do You Recognize NNM, SBW and Registered Dietitian Day?



### ***What Special Activities are You Planning?***

We want to see what you are doing in your schools to recognize National School Lunch Week, School Breakfast Week and Registered Dietitian Day. Tell us about your creative ideas and activities, send photos and other resources so that we may put the spotlight on the many ways North Carolina schools are recognizing these important events.

Please send all information to Donna Knight at [donna.knight@dpi.nc.gov](mailto:donna.knight@dpi.nc.gov).

## **\*\*REMINDER\*\* Reduced Price Breakfast Reimbursement Payments**

There is a reminder that if you have not already done so, please modify the July 2012 through December 2012 claims for reimbursement prior to Friday, February 22, 2013. The decision was made to require the School Food Authority (SFA) to revise the monthly claims for reimbursement as opposed to the new feature in the system. To expedite the payment of the reduced price breakfast funds, please follow the instructions below:

**NOTICE:** The procedure for revising monthly claims vary depending on the month. Please review the following two sets of instructions carefully.

(1) The following steps should be taken to revise claims for the months of **July, August and September 2012:**

- Log into the CN Technology System at <https://www.ncchildnutrition.org>
- Select Claims tab
- Select Claim- SNP
- Select Claim Month (July, August & September)
- Select "Add Revision"
- Scroll to the bottom and select "Save"
- Check the Certification statement box
- Select "Submit for Payment"
- Select "Correct Later" when the error message appears on the screen

(2) The following steps should be taken to revise claims for the months of **October, November and December 2012:**

- Select Claim Month (October, November & December)
- Select "Add Revision"
- Select "Revise" listed by an individual site
- Scroll to the bottom and select "Save"

- Select "Continue"
- Check the Certification statement box
- Select "Submit for Payment"
- Select "Correct Later" when the error message appears on the screen (applies only to October)

Authorization has been provided to the NCDPI Operational Accounting Department to process all claims that have an error message. This email communication was provided by Dr. Harvey on February 12, 2013. No further action is required by the SFA once the revised claims are submitted.

Any questions should be directed to Janet Johnson at [janet.williamsjohnson@dpi.nc.gov](mailto:janet.williamsjohnson@dpi.nc.gov) or 919.807.4043.

## Weekly Q&A – Determining Whole-Grain Rich Products

### QUESTION

How do you determine if a grain product is whole-grain rich?

### ANSWER

Whole-grain rich products must contain 50 percent or more whole grains of the total grain weight, and the remaining grains, if any, must be enriched.

Check the ingredient listing to determine if a whole grain ingredient (i.e. *whole* wheat flour) is listed as the first grain ingredient on the ingredient label declaration. If the whole grain content comes from multiple ingredients, obtain documentation showing that the combined weight of the whole grains comprise at least 50% of the grain weight even though a whole grain may not be listed as the first ingredient.

*Reference:* USDA Memorandum SP 30-2012

<http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos/2012/2012-usda-policy-memos/sp302012.pdf>

<http://www.fns.usda.gov/cnd/governance/Policy-Memos/2012/SP30-2012os.pdf>

## Vacancy Announcement – Durham Public Schools Executive Director for Child Nutrition

Durham County Public Schools Durham Public Schools is seeking a proven leader to serve as Executive Director for Child Nutrition. They are looking for someone that will be able to perform all of the traditional duties of a Child Nutrition Director with a particular focus in the following areas:

- Enhancement of recipes to improve food quality and taste
- Food presentation upgrades
- Marketing of the Child Nutrition program to schools, parents and students
- Proven leadership skills in a Child Nutrition setting
- Compliance with applicable laws, policies and guidelines

The posting can be found on the Durham County Public Schools website at <http://www.dpsnc.net> under "Jobs". April 1st is the targeted hire date.

**Vacancy Announcement – Craven County Child Nutrition Supervisor**

Craven County Schools is in search of a Child Nutrition Supervisor. Please review the attached vacancy announcement for further details and application instructions.

Questions about this position should be directed to Gretchen Wilson, Director of Child Nutrition Services at [gretchen.wilson@craven.k12.nc.us](mailto:gretchen.wilson@craven.k12.nc.us).

**(1) Attachment:** [craven supv.pdf](#)

**Mark Your Calendar**

- March 2013 ..... **National Nutrition Month**
- March 1..... Deadline for submitting Verification Summary Report
- March 1..... Due Date for Financial Form (Semi-Annual FC1-A)
- March 4-8..... **School Breakfast Week**
- March 3-6..... Legislative Action Conference (SNA) – Washington, DC
- \*\*March 10 (Sunday)..... Deadline for submitting February Claim for Reimbursement
- March 13..... **Registered Dietitian Day**
- March 15 (Friday)..... Deadline for February Fresh Fruit & Vegetable Claim for Reimbursement
- March 26 – 27 ..... Potential Sponsor Workshop

**\*\* REMEMBER** – Anytime the 10<sup>th</sup> falls on a weekend the actual due date for the claim for reimbursement is the next business day which is usually Monday. In the event that the following Monday is a holiday then the due date moves to the next business day. Also remember, the CN Technology system is programmed to flag any claim for reimbursement that is submitted after the 10<sup>th</sup> with the "10 day" error message (Error Code 1401). The NCDPI Child Nutrition section and the Claims section are fully aware of this and the Claims department will automatically override that error message for any claims submitted in this time period. It is not necessary to contact the Child Nutrition office when you receive the error message in this situation. However, if a claim reimbursement is submitted after the 10<sup>th</sup> for any other reason, you must contact us. **NOTE:** This also applies to the Fresh Fruit and Vegetable Program for which the claim for reimbursement is due on the 15<sup>th</sup> of each month.